

## Embedding spreadsheets

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Spreadsheets can be embedded in other LibreOffice files and vice versa. This is often used in Writer or Impress documents so that Calc data can be used in a text document or a presentation. You can embed the spreadsheet as either an OLE (Object Linking and Embedding) or DDE (Dynamic Data Exchange) object. The difference between a DDE object and a Linked OLE object is that a linked OLE object can be edited from the document in which it is added as a link, but a DDE object cannot.

For example, if a Calc spreadsheet is pasted into a Writer document as a DDE object, then the spreadsheet cannot be edited in the Writer document. But if the original Calc spreadsheet is updated, the changes are automatically made in the Writer document. If the spreadsheet is inserted as a Linked OLE object into the Writer document, then the spreadsheet can be edited in Writer as well as in the Calc document and both documents are in sync with each other.

### Object Linking and Embedding (OLE)

The major benefit of an OLE object is that it is quick and easy to edit its contents just by double-clicking on it. You can also insert a link to the object that will appear as an icon rather than an area showing the contents itself.

OLE objects can be linked to a target document or embedded in the target document. Linking inserts information which will be updated with any subsequent changes to the original file, while embedding inserts a static copy of the data. If you want to edit the embedded spreadsheet, double-click on the object.



#### Note

If your OLE object is empty, inactive, and not displayed as an icon, then it will be transparent.

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To embed a spreadsheet as an OLE object in a presentation:

- 1) Place the cursor in the document at the location where you want the OLE object to be.
- 2) Select **Insert > Object > OLE Object** on the Menu bar. Impress opens the Insert OLE Object dialog shown in Figure 401, with the **Create new** option selected by default.
- 3) You can either create a new OLE object or create the OLE object from an existing file.

To create a new object:

- 1) Select the **Create new** option and select the required option from those available in the *Object Type* list. In this example, you would select *LibreOffice 7.0 Spreadsheet*.
- 2) Click the **OK** button.
- 3) LibreOffice places an empty container in the slide, ready for you to enter information. By default the Menu bar changes to reflect the Calc Menu bar; when you click on the slide, anywhere outside the spreadsheet area, the Menu bar reverts to the Impress Menu bar.